

NOTICE

Municipal Services Committee
Regular Meeting
Tuesday, January 26th, 2021 at 5:00 pm

Due to social distancing guidelines this meeting will be conducted via web conference at: meet.google.com/wje-xuct-mbr. The public may also use the teleconference option at +1 (315)-801-9407 then enter conference pin: 863 831 330#

Minutes

1. Call meeting to order.

Brooks called the meeting to order at 5:01pm

2. Roll call.

Jim Brooks, Ben Ladick and Gene Lewis were in a attendance. Also present were: Chad Renly, Brian Berquist, Nick Bubolz, Donna Hammett, Kerry Lindroth, Dale Roberts & Amy Wanek as well as Lisa Legler.

3. Civility Reminder.

4. Motion to approve the agenda as presented.

Brook suggested a change in the agenda. Ladick made a motion to move item 8n to follow item 8a. Motion was seconded by Lewis. Motion passed 3-0

5. Motion to waive the reading and approve the minutes as printed from the December 29th, 2021 regular Municipal Services meeting.

Ladick/Lewis 3-0 Motion Passed

6. Citizen Appearances other than agenda items.

- None

7. Quarterly review of sanitary sewer billing adjustments.

The Committee had no comments on the billing adjustments presented.

8. Director's Report

a. Parks and Recreation Report

Renly began by talking about the plans the Boy Scouts had to have their annual ice fishing event at Lake Leota Park. A great deal of discussion was had regarding COVID restrictions and ultimately the committee decided to allow the event without any endorsement from the City as long as certain percussions were taken and County Health Dept recommendations followed. Renly also stated that the dam repair project plans were due to be reviewed by him within the next few days and would then be turned into the DNR for their review. Renly also mentioned looking into a ice skating rink and possible placement at the West Side Park just off of the parking lot. Options on how to build the rink would be discussed further but a plan would be put together and potentially ready for next winter.

*****Disconnection & DPA Plan – PSC Submittal*** (Moved per motion)**

The discussion was started with Hammett discussing the current way in which DPA's (Deferred Payment Agreements) are handled with our existing tariff. Brooks asked who was currently eligible. Hammett stated that under the existing tariff homeowners and tenants that were less than 60 days overdue were eligible for a DPA. Hammett went on to say that in 2020 DPA's were allowed for everyone, and that 250 were sent out. There were 40 customers that had signed up and only 5 that had kept up with the agreement. Renly stated that based on the reports that he and Hammett had worked on the PSC was looking to utilities for plans on how they would handle their arrears. Some of the suggestions made were lessening the amount owed up front, increasing the amount owed to become eligible for a DPA and removing the amount of time an account has been past due eligibility restriction. The Committee agreed to continue offering DPA's to customers regardless of the amount owed. The Committee also agreed that offering a DPA with a 50% down payment may be very difficult for some people to handle. They agreed to give staff the ability to offer a option of 25% down if 50% was too much. Hammett stated that she will work on putting the temporary adjustment recommendations together to send to the PSC for approval.

b. Emergency Action Plan Addition - Load Shedding (Placeholder)

Nothing new to report at this time..

c. RP3 Submission

Renly stated that Kerry and he had been working with APPA on the RP3 submission and had to send in some additional documentation. Everything has been submitted and are currently waiting to hear back from APPA with the results.

d. Downtown Flowers

Brooks stated that the ECP had worked with the Chamber in coordinating the flower baskets in the downtown area. In the past the ECP had struggled to find reliable help to consistently water the flowers. Brooks mentioned that the City only spends approximately \$700 on flowers which is very low in comparison to other cities. In looking for other options for reliable help Renly mentioned that the Summer help that the City hires could water the flower baskets first thing every morning during the weekdays. Brooks mentioned that ECP would be able to cover watering them on the weekends. Renly stated that they may need to look at some different options for water storage and deployment. Brooks stated that he had a few ideas and we would come up with a solution before the time came.

e. AMI Project (Placeholder)

(1) Current AMI count remaining- Elec: 0 Water: 281

Meter replacements remain on hold due to COVID.

f. Lake Leota Dam Repair Update (Placeholder)

See (Parks and Recreations Report) for dam update.

g. West Side Park Progress Update

The Committee reviewed the Request for Quotes Document that Jason Sergeant had been working on. Brooks made several suggestions for change. The RFQ will now go to Common Council for review and discussion before returning back to the Park Board.

h. Bridge Inspection (Placeholder)

No update at this time.

i. Municipal Services building expansion progress report.

• **Sprinkler System vs Fire Wall**

Renly went through the current drawings for the building and discussed the overall layout of the building. Renly asked if the committee they had a preference for installing a firewall or a sprinkler system. The existing portion of the building, when built, did not require a sprinkler system at the time. New building codes due to the overall size would now require either a sprinkler system or a firewall to be installed. Renly said that the cost of the firewall would be approximately \$30,000 and the cost of a sprinkler system would be approximately \$90,000. The Committee decided to go with the firewall. Renly also mentioned the potential of a bathroom being required by code. The Committee stated that they would like to see a men's and women's bathroom versus a single unisex restroom in the expansion which will provide more flexibility for the space down the road.

j. 5G Installation – Update

Renly stated that the process is moving a long and that he is currently working on passing the dedicated fiber network required for the 5G

k. Motion to recommend to Common Council the replacement of Article IX of Article 106 with ordinance #2021-_____ regarding small cell wireless facilities in City Right-of-Way.

Renly started by saying that this Ordinance will match the currently existing State Statute that was originally adopted by the State after the first Model Ordinance was introduced by the MEUW. Renly went on by saying that this Ordinance will remove the exemptions to the utility had in the previous version. Once this is adopted the MLA, Ordinance and State Statute will match in verbiage.

Ladick / Lewis Motion Passed 3-0

l. Four-Way stop request within connecting limits of USH 14 at Main & Water St.

Renly stated that the Safety Committee had requested at a previous meeting that he look into the possibility of a controlled intersection at both Water & Main as well as Water St & Madison. Renly stated that he looked into the City's ability to make such a change within connecting limits on State roads as well as the warrants that are required to be met to make such a change. Renly stated that at the intersection of Water St & Madison it would be very difficult to meet the warrants at a "T" intersection which it does not. Renly then began to discuss the warrant requirements for the Water St & Main St intersection. While the intersection exceeds ADT (Average Daily Traffic) required for a controlled intersection the volume shown is too high for a 4-way stop. Having a 4-way stop at this intersection would create large backups and impede traffic flow of a state trunk highway to greatly and the DOT would not allow it. The only possible project that would be allowed would be a lighted intersection. Renly stated that the DOT did not have any projects planned that could provide any additional funding and would require an additional study verify that it met the warrant requirements. Berquist stated that the project would cost approximately \$150,000 based on other recent projects they have seen. The Committee agreed that such a project would not be warranted at this time.

m. Utility Bill Insert

Donna presented a utility bill insert regarding “Managing Your Utility Bill” this is a response to get the message out to struggling customers and provide them with options for paying their electric bills. Options included WHEAP (Wisconsin Home Energy Assistance Program) as well as DPA’s (Deferred Payment Arrangements). The Committee agreed this was a good idea.

~~n. Disconnection & DPA Plan – PSC submittal~~ (Moved to follow item 8a)

9. City Engineer Report

a. Sub-division / Development Update

No update at this time.

b. Inflow and Infiltration Study (Placeholder)

No update at this time.

c. Roadway construction & other project updates. (Placeholder)

• **First & Second St projects**

Berquist & Bubolz began by going over the projects plan set and discussed the southernmost portion of 2nd St. Berquist stated that he Bubolz & Renly had meet with the Township and discussed the project. The Township was not interested in contributing to the project but were ok with permitting any work related o the project within their Right-of-Way. Brooks said that extending the utilities to the south side of Old Hwy 92 would be good for the future expansion of the City. The Committee discussed the possibility of leaving the Townships portion of the road as is and only extend the utilities and reconstruct the City’s portion of the roadway. Renly stated that reconstructing the entire road way will improve the safety of the intersection with Old Hwy 92 improving the grade as well as the vision for drivers. The Committee agreed to move forward with building the entire southern portion of the roadway to improve the conditions of the intersection. Utilities will also be extended for future development opportunities.

1. First St. reconstruction project expansion request (Liberty – Main St.)

The Committee discussed the possibility of adding the northern two blocks of 1st St from Liberty St. to Main St., Mayor Hurlley wanted to ensure that that section of roadway was not missed later. Renly brought up the fact that it would add approximately \$700,000 to the project’s cost and said that he had an idea that could work for the project. Renly stated that the Liberty St project is scheduled for 2022. The current limits of the project are from S 5th St to Madison. Renly said that the roadway condition of Liberty from Third to Fifth overall was in decent condition and the water main was already 6 inch. The sewer main was in decent condition as well based on video taken last year. Roberts mentioned that there are some issues with tree roots growing in that area. Renly said that they will look into it and come up with a possible solution. Renly proposed that the limits of the Liberty St project be changed to end at Third St and the two blocks of First St be added onto the Liberty Street project. Renly stated that the remaining two blocks of Liberty could be revisited at a later date. Berquist stated that this change would work out well. The Committee agreed to move forward with the change in scope and to add the northern two First St blocks onto the 2022 project schedule with Liberty St.

- **6th & Badger Roundabout**

No new changes for this project.

- **Sidewalks**

No new changes, the sidewalk is still planned to be completed as part of the street reconstruction projects.

10. Administrative Staff's Report

a. Non-Collectable Utility Accounts Review (Feb, Apr, Jun, Aug, Oct, Dec)

11. WPPI

a. Amy Wanek – ESR Report

Wanek discussed that she had discussed Focus On Energy & WPPI offerings with key energy accounts. She also talked with Larson Acres about a biodigester and discussed potential incentives with them. Wanek also reported that the Evansville High School had submitted their grant to the Office of Energy for LED Lighting. She will be meeting with the High School again in a week to discuss WPPI's Energy Management for Schools.

12. Old Business

None

13. New Business

Brooks mentioned that the Energy Independence Committee will be meeting next week.

14. Upcoming Meeting Date, February 23rd, 2021 at 5:00 pm

15. Adjourn

Ladick / Lewis at 6:55 pm

James Brooks, Committee Chair

Please turn off all cell phones and electronic devices before meeting commences. If you have any special accessibility issues please contact Evansville City Hall at 608-882-2266 prior to the scheduled meeting. Thank you.